



Recruiting Qualified Disabled Workers

An Employer's Directory to Placement Services
in the Greater New York Area

Research and Utilization Institute
NATIONAL CENTER ON EMPLOYMENT
OF THE HANDICAPPED AT
Human Resources Center
Aberdeen, NY 11507

Lana Smart, M.A.

SUMMARY

Awareness of the skills of people with disabilities and the need to meet affirmative action requirements have led more and more employers to actively recruit qualified disabled workers. To put employers in touch with this largely untapped source of labor, a systematic list of organizations that can facilitate this process has been compiled.

Government agencies, nonprofit organizations, and school and college placement offices, which can guide an employer to the help he seeks, have been identified in New York City, Long Island, Westchester and Rockland Counties, as well as in nearby New Jersey and Connecticut.

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RECRUITING QUALIFIED DISABLED WORKERS

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Recruiting Qualified Disabled Workers

An Employer's Directory
to Placement Services
in the Greater New York Area

Compiled by

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AMERICAN FOUNDATION FOR THE BLIND
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A Project PREP Publication



**Research and Training Institute
National Center on Employment
of the Handicapped at
HUMAN RESOURCES CENTER
Albertson, NY 11507**

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Foreword

Human Resources Center began in 1952, when we founded Abilities Inc., a work environment intended to demonstrate the capability of disabled individuals for participation in America's competitive economy. Had someone told me then that someday I would be president of an organization that included an internationally renowned demonstration work center, a school which provides educational, vocational, social and recreational opportunities for severely disabled youngsters and attracts thousands of visitors every year, a Center whose programs encompass job training and placement, academic and vocational education, independent living, research and information dissemination, and a national Center on Employment of the Handicapped, I would have asked him to step aside and let me continue with the business of the day while he dreamed for me.

Now, 29 years later, we have assembled under the auspices of Project PREP the finest staff of researchers in vocational rehabilitation and career education in the world. We are charged with a great responsibility—to reach out to communities across this nation and share with them the knowledge we have amassed that helps prepare disabled individuals to become independent and productive citizens.

During my tenure as Chairman of the White House Conference on Handicapped Individuals, I had the opportunity to travel all over the United States meeting with disabled people, members of their families, and other interested parties. I found that more than three million disabled individuals in the United States ask little more than the opportunity to receive an education, secure a job, and become tax-paying, contributing citizens of this great nation.

It is our destiny at Human Resources Center to unite several great forces in our nation's economy—industry, organized labor, education, and rehabilitation—in a monumental effort to provide opportunities for handicapped Americans to achieve their fullest potential as human beings.

HENRY VISCARDI, JR.
President Emeritus

Preface

Since 1952, Human Resources Center has created methods to integrate the nation's disabled into the mainstream of American life. This effort has centered particularly on the problems of job preparation and placement.

In 1976, a major five-year program was launched to examine issues related to the career development of the severely physically disabled, especially during the transition years from school to work. This program, known as Programmatic Research on Employment Preparation (Project PREP), examines the roles of the education, rehabilitation, and employment communities as they interact to create an environment most conducive for career fulfillment for the disabled. The results of this research are providing the foundation for a national Center on Employment of the Handicapped to be established at Human Resources Center.

The Project is involved in developing and testing a career-development model for those with severe physical disabilities. This model is being formed on the basis of information from three major research components—Career Education, Vocational Rehabilitation, and Employment. Each of these areas is being studied to determine (a) contributions from each sector that promote, or have the potential to promote, career development; (b) gaps in knowledge in relation to career needs of students, clients, and other individuals with severe physical disabilities; and (c) methods to utilize the contributions found in item (a) and other techniques, in order to fill the gaps discovered in item (b).

This search enlists the help of experts throughout the nation from education, rehabilitation, industry-labor, other related fields and, primarily the disabled themselves to find solutions to these important problems. Findings will be disseminated nationally through publications, conferences, multimedia materials, and training and technical-assistance programs. Target audiences include researchers, disabled individuals and their families, educators, rehabilitation practitioners, employers, labor-union personnel, government officials, and other interested individuals.

Human Resources Center provides an ideal setting for this project. The school and rehabilitation services provide laboratories for gathering information and for testing out ideas to understand the "supply" side of the labor market equation. The Center also sponsors the Industry-Labor council whose hundreds of corporate and union members comprise a significant portion of the "demand" side.

Specific foci of each research area are as follows:

Career Education. Career Education provides the opportunity for students who are disabled to increase their awareness and knowledge of the world of work. Special needs of students with severe physical disabilities are addressed through curricula developed for career awareness, orientation, exploration, independence, and improved self-concept. These curricula are being tested and their impact evaluated through student, teacher, and parent feedback. Finally, research will be undertaken to explore mainstreaming needs and to develop strategies for more effective mainstreaming of students with severe physical disabilities.

Vocational Rehabilitation. This research area explores the problems involved in the preparation of clients for meaningful career opportunities. This research is concerned with job readiness, placement, and career development. While emphasizing the placement aspects of vocational rehabilitation programming (e.g., job-analysis, job-development and job-search skills), the importance of adequate evaluation and training programming is also covered to establish the parameters for adequate preparation.

The research incorporates the viewpoint and knowledge of disabled individuals and their families, employers, rehabilitation professionals, and other manpower specialists on problems of entering, maintaining, and advancing in employment.

Employment. The final core area is aimed at discovering the problems of industry-labor and employees in the provision of career opportunities for individuals with severe physical disabilities. This research attempts to discover major adjustment problems of disabled workers so that deficits can be addressed via alterations in the career education, vocational rehabilitation, and/or employment systems. This research attempts also to identify strategies used in industry that may be relevant for inclusion into career education and/or vocational rehabilitation programming.

Studies will concern the career patterns of disabled workers as well as the organizational patterns of employers with respect to provision of career opportunities. Research also will identify the extent to which job-modification techniques have been adapted and found useful by employers and unions.

The above areas are seen as aspects of the overall development of an individual from school through work as he/she prepares for, realizes, and enhances a career. Project PREP seeks to identify and explicate this process and its components. An important aspect of this work will be a description of how education, rehabilitation, and industry-labor can interrelate to provide a smooth path for individuals with severe physical disabilities to achieve maximum independence and fulfill their productive potential.

JACK VICTOR, Ph.D.
Director of Research
and Research Utilization

Acknowledgments

I express my appreciation to Dr. Henry McCarthy, Research Specialist at Human Resources Center, for his support of my interest in producing this publication and his ongoing consultation in bringing it to completion, and to Jane Berger, Sue Hamberg, Patricia Hanley, Clare May, and Marcella Putala for their outstanding technical assistance.

Introduction

Human Resources Center has been active in enhancing employment opportunities for persons with disabilities for more than 28 years. In August 1977, a national Center on Employment of the Handicapped was established on our campus in Albertson, Long Island. The nucleus of this national Center is the Industry-Labor Council which, together with the Research and Training Institute, has been working to identify and meet the needs of industry and labor.

This directory has been compiled in response to the need expressed by employers in our area for information as to where they can actively recruit qualified job applicants with disabilities. Our goal, therefore, was to identify those organizations in New York City and Long Island and in Westchester and Rockland counties, as well as nearby New Jersey and Connecticut that are ready, willing, and able to meet this need.

Government agencies, nonprofit organizations, school and college placement offices, and other such organizations are listed. State vocational rehabilitation agencies are those designated by statute as the principal authority in the state on matters relating to rehabilitation of disabled individuals. Commissions for the blind provide the same services to individuals with visual impairments. Veterans Administration offices assist disabled veterans with securing employment, preemployment and on-the-job training, counseling, and medical assistance. Services to both employer and client are offered without charge by most of these organizations.

The information provided in this publication was obtained via a mail survey to organizations in our area. Listings are not exhaustive, and inclusion does not imply endorsement of organizations or services provided.

Instructions for Using This Directory

This directory has been compiled for you, the employer, to meet your recruiting needs.

As you begin your recruiting efforts to fill job openings, follow this procedure:

1. Consult the Geographic Listing for the area appropriate to your company's location.
2. Under the selected geographic area, find the relevant job category. Here you will find a list of government agencies, nonprofit organizations, school and college placement offices, and private organizations who have expressed their interest in referring qualified job applicants with disabilities.
3. Then, consult the Alphabetic Listing of Agencies beginning on page 67. Each agency has provided the name of the person to be contacted for job placement assistance, as well as descriptions of the types of applicants and kinds of services they can provide.

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Alphabetic Listing of Agencies

Aid for the Retarded, Inc.

174 Richmond Hill Avenue
Stamford, Connecticut 06905

Mr. Gallant

Vocational Rehabilitation Counselor

(203) 324-9258

Positions for which applicants are qualified:

<i>Food Service</i>	<i>Light Manufacturing</i>
<i>Heavy Manufacturing</i>	<i>Maintenance</i>

Applicants:

- range in age from 21 to 30 years.
- have educational backgrounds ranging from some high school to high school graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Archway School

220 East 23 Street
New York, New York 10010

Peter Schweich

Director

(212) 686-4600

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>
<i>Light Manufacturing</i>	<i>Retailing</i>

Applicants:

- are under 21 years of age.
- are high school graduates.

- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Associated Craftsmen/Easter Seal Society

15 Emerald Street
Hackensack, New Jersey 07601

Jodi M. Kaminsky
Placement Specialist

(201) 342-5739

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>
<i>Electronic Soldering</i>	<i>Secretarial</i>
<i>Light Manufacturing</i>	<i>Warehousing</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have completed a job training program.

Follow-up services are provided.

Association for Children with Retarded Mental Development

902 Broadway
New York, New York 10010

Bob Perry
Job Placement Counselor

(212) 677-5800

Positions for which applicants are qualified:

<i>Bench Assembly</i>	<i>Collating</i>
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Food Service

Light Manufacturing

Heavy Manufacturing

Messenger

Maintenance

Xeroxing

Applicants:

- range in age from under 21 to over 60 years.
- have attended special schools.
- have had prior work experience.

Follow-up services are provided.

**Association for the Help of Retarded Children
Vocational Training Center**

115 East Bethpage Road
Plainview, New York 11803

Larry Daniels

Assistant Administrator

(516) 293-1111

Positions for which applicants are qualified:

Food Service

Maintenance

Light Manufacturing

Production/Assembly

Applicants:

- range in age from under 21 to 60 years.
- have completed some high school.
- have completed a job training program.

Follow-up services are provided.

**Baruch College Computer Center for the Visually Impaired
The City University of New York**

17 Lexington Avenue-Box 264
New York, New York 10010

Randi Baker
Associate Director

(212) 725-3126

Positions for which applicants are qualified:

Programming

Applicants:

- range in age from under 21 to over 60 years.
- have educational background ranging from some high school/technical school to completion of graduate school.

Board of Education of the City of New York
Placement and Referral Center for Handicapped Students

362 Schermerhorn Street, Room 108
Brooklyn, New York 11211

Jack Duffy
Coordinator

(212) 624-0854

Positions for which applicants are qualified:

Clerical *Light Manufacturing*

Food Service *Maintenance*

Heavy Manufacturing *Retailing*

Keypunch

Applicants:

- range in age from under 21 to 30 years of age.
- have educational background ranging from some high school to some college.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Bronx Veterans Administration Hospital

130 West Kingsbridge Road
Bronx, New York 10468

Morton H. Rosen, Ph.D.

Coordinator of Counseling Psychology

(212) 584-9000

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have had prior work experience.

Follow-up services are provided.

Brooklyn Bureau of Community Service

285 Schermerhorn Street
Brooklyn, New York 11217

Edith Press

Director, Department for the Handicapped

(212) 875-0714

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>
<i>Food Service</i>	<i>Retailing</i>
<i>Light Manufacturing</i>	

Applicants:

- range in age from 21 to 60 years.

- have completed elementary/junior high school.
- have completed a job training program.

Follow-up services are provided.

Bulova School of Watchmaking

40-24 62nd Street
Woodside, New York 11377

James M. Devaney
Director

(212) 424-2929

Positions for which applicants are qualified:

Jewelry Store Operations *Watch Repair*

Applicants:

- are of all ages and educational backgrounds.
- have completed a job training program.

Follow-up services are provided.

C.W. Post College
Career Services Center

Greenvale, New York 11548

Mince Kohler
Director

(516) 299-0200

Positions for which applicants are qualified:

All Academic Majors *Retailing*

Professional *Supervision*

Programming

Applicants

- range in age from under 21 to 30 years of age.
- have educational backgrounds ranging from college graduation to completion of graduate school.

**Connecticut State Board of Education
and Services for the Blind**

170 Ridge Road
Wethersfield, Connecticut 06109

Stephen Thal
Rehabilitation Supervisor

(203) 249-8525

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Professional</i>
<i>Communications</i>	<i>Programming</i>
<i>Light Manufacturing</i>	<i>Secretarial</i>
<i>Management</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.

Follow-up services are provided.

Easter Seal Goodwill Industries Rehabilitation Center

Projects with Industry
20 Brookside Avenue
New Haven, Connecticut 06515

Brian R. Pells
Supervisor of Case Management and Placement

(203) 389-4561

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Food Service</i>	<i>Heavy Manufacturing</i>
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<i>Keypunch</i>	<i>Management</i>	<i>Retailing</i>
<i>Light Manufacturing</i>	<i>Professional</i>	<i>Secretarial</i>
<i>Maintenance</i>	<i>Programming</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from elementary school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**Easter Seal Rehabilitation Center
of Southwestern Connecticut, Inc.**

26 Palmer's Hill Road
Stamford, Connecticut 06820

Dorothy Silberman
Placement Director

(203) 325-1544

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>
<i>Food Service</i>	<i>Programming</i>
<i>Light Manufacturing</i>	<i>Secretarial</i>

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Employment Program for Recovered Alcoholics

9 West 82 Street
New York, New York 10024

Bud Laupheimer
Director

(212) 874-2401

Positions for which applicants are qualified:

Clerical *Management*

Food Service *Retailing*

Maintenance *Secretarial*

Applicants:

- range in age from 30 to 60 years.
- have educational backgrounds ranging from high school graduation to college graduation.
- have had prior work experience.

Follow-up services are provided.

Enwood Personnel Agency

6 East 45 Street
New York, New York 10017

Francine Michel
Affirmative Action Coordinator

(212) 682-4080

Positions for which applicants are qualified:

Clerical *Key punch* *Secretarial*

Applicants:

- range in age from under 21 to over 60 years.

- have educational backgrounds ranging from some high school to some college.
- have completed a job training program.
- have had prior work experience.

Federation Employment and Guidance Service

510 Sixth Avenue
New York, New York 10011

Gail A. Magaliff

Director, Rehabilitation Services

(212) 741-7110

Positions for which applicants are qualified:

Air Conditioning and Refrigeration

Mailroom/Messenger

Auto Parts Rebuilding and Repair

Major Home Appliance Repair

Clerical

Picture Frame Manufacturing

Jewelry Manufacturing

Typewriter Repair

Light Manufacturing

Applicants:

- range in age from under 21 to over 60 years of age.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Federation of the Handicapped

211 West 14 Street
New York, New York 10011

George Hecker

Director, Vocational Training

(212) 242-9050

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>
<i>Custodial Workers</i>	<i>Mailroom Clerks</i>
<i>Engine Repair</i>	<i>Maintenance</i>
<i>Food Service</i>	<i>Optical Benchmen</i>
<i>Home Health Aides</i>	<i>Retailing</i>
<i>Homemakers</i>	<i>Secretarial</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school to some college.
- have completed a job training program.
- have had prior work experience.

Follow-up services provided.

Goodwill Industries

4-21 27th Avenue
Astoria, New York 11102

Hy Pava

Placement Counselor

(212) 728-5400

Positions for which applicants are qualified:

Clerical

Maintenance

Food Service

Messenger

Light Manufacturing

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Handi-Crafters, Inc.

83C Walnut Street

Montclair, New Jersey 07042

Paul Goldeam

Placement Specialist

(201) 744-7733

Positions for which applicants are qualified:

Clerical

Maintenance

Food Service

Retailing

Heavy Manufacturing

Secretarial

Light Manufacturing

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to some college.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Helen Hayes Hospital
Vocational Rehabilitation Unit

Route 9W
West Haverstraw, New York 10993

Al Gaudioso
Director, Vocational Rehabilitation Unit

(914) 947-3000, ext. 235

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>
<i>Food Service</i>	<i>Management</i>
<i>Keypunch</i>	<i>Secretarial</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Hofstra Program for the Higher Education of the Disabled

Room 109 Student Center
1000 Fulton Avenue
Hempstead, New York 11553

Suzanne Passamenti
Assistant Dean of Students

(516) 560-0500

Positions for which applicants are qualified:

<i>Accounting</i>	<i>Communication Arts</i>
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<i>Computer</i>	<i>Programming</i>
<i>Management</i>	<i>Retailing</i>
<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from college graduation to completion of graduate school.
- have had prior work experience.

Human Resources Center/Abilities Inc.

I.U. Willets Road
Albertson, New York 11507

Jim Diffley

Director, Vocational Rehabilitation Services

(516) 747-5400

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Professional</i>
<i>Electronics Assembly</i>	<i>Programming</i>
<i>Keypunch</i>	<i>Secretarial</i>
<i>Management</i>	

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Hunter College

695 Park Avenue
New York, New York 10021

Thomas Murphy
Counselor

(212) 570-5254

Positions for which applicants are qualified:

Clerical *Professional*

Applicants:

- range in age from 21 to 30 years.
- are college graduates.

ICD Rehabilitation and Research Center

340 East 24 Street
New York, New York 10010

Leroy A. Jones
Job Developer, Projects With Industry

(212) 679-0100

Positions for which applicants are qualified:

Clerical *Management*

Food Service *Professional*

Keypunch *Programming*

Light Manufacturing *Retailing*

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.

Follow-up services are provided.

Industrial Home for the Blind

57 Willoughby Street
Brooklyn, New York 11201

James Reid

Placement Specialist

(212) 522-2122

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Programming</i>
<i>Light Manufacturing</i>	<i>Retailing</i>
<i>Maintenance</i>	<i>Secretarial</i>
<i>Management</i>	<i>Supervision</i>
<i>Professional</i>	<i>Switchboard</i>

Applicants:

- range in age from under 21 to over 60 years of age.
- have educational backgrounds ranging from some high school/technical school to completion of graduate and law degrees.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**Institute of Rehabilitation Medicine
New York University**

400 East 34 Street
New York, New York 10016

James Campbell

Director, Placement and Job Development Department

Carla Cirillo

Assistant Director, Placement and Job Development Department

(212) 679-3200

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Food Service</i>	<i>Management</i>	<i>Secretarial</i>
<i>Heavy Manufacturing</i>	<i>Professional</i>	<i>Supervision</i>
<i>Keypunch</i>	<i>Programming</i>	<i>Technical</i>
<i>Light Manufacturing</i>		

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.

Follow-up services are provided.

International Rehabilitation Associates

25 Commerce Drive
Cranford, New Jersey 07016

Marilee Bush
District Manager

(201) 272-8460

Positions for which applicants are qualified:

All Types

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Jewish Guild for the Blind

15 West 65 Street
New York, New York 10023

Katharine L. Baum
Employment Development Coordinator

(212) 595-2000

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Lawyers</i>	<i>Professional</i>
<i>Food Service</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Heavy Manufacturing</i>	<i>Maintenance</i>	<i>Social Workers</i>
<i>Insurance Underwriters</i>	<i>Management</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from high school/technical school graduation to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Jewish Vocational Service

454 William Street
East Orange, New Jersey 07017

Joan Spinner
Job Placement Specialist

(201) 674-6330

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Health Related Services</i>
<i>Food Service</i>	<i>Light Clerical</i>

<i>Light Manufacturing</i>	<i>Professional</i>
<i>Maintenance</i>	<i>Warehouse</i>

Applicants:

- range in age from 21 to over 60 years.
- have educational backgrounds ranging from some high school to some college.
- have had prior work experience.

Follow-up services are provided.

Job Path, Vera Institute of Justice

25 West 39 Street
New York, New York 10018

Arlene Silberman
Director

(212) 921-7940

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Mailroom Clerk</i>
<i>Duplicating</i>	<i>Maintenance</i>
<i>Food Service</i>	<i>Messenger</i>
<i>Light Manufacturing</i>	<i>Truck Loading</i>

Applicants:

- range in age from under 21 to 60 years.
- have completed some high school/technical school or are high school graduates.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Just One Break, Inc.

373 Park Avenue South
New York, New York 10016

Marilyn Green

Placement Supervisor

(212) 725-2500

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Management</i>	<i>Retailing</i>
<i>Food Service</i>	<i>Professional</i>	<i>Service</i>
<i>Maintenance</i>	<i>Programming</i>	<i>Supervision</i>

Applicants:

- range in age from 21 to over 60 years.
- have educational backgrounds ranging from some high school, technical or business school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Kean College

Career Planning and Placement

Union, New Jersey 07083

Judith Vitolo

Assistant Director

(201) 527-2040

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Keypunch</i>
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Management

Retailing

*Part Time and Summer Positions
of Any Nature*

Secretarial

Supervision

Professional

Programming

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some college to completion of graduate school.

Lexington School for the Deaf

75 Street and 30 Avenue
Queens, New York 11370

John Eboli/Gary Richardson
Job Developers

(212) 899-8800

Positions for which applicants are qualified:

Clerical

Light Manufacturing

Food Service

Maintenance

Applicants:

- are under 21 years of age.
- have educational backgrounds ranging from some high school to high school graduation.
- have had prior work experience.

Follow-up services are provided.

Long Island Jewish—Hillside Medical Center Vocational Rehabilitation Service

212-02 41 Avenue
Bayside, New York 11361

Linda Sklar Aronson
Coordinator

(212) 631-0070

Positions for which applicants are qualified:

Clerical Professional

Food Service *Retailing*

Light Manufacturing *Secretarial*

Maintenance

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have had prior work experience.

**Long Island University
Special Educational Services Project**

University Plaza
Brooklyn, New York 11201

Susan Phillips Cohen
Career Counselor

(212) 834-6000

Positions for which applicants are qualified:

Management Professional

<i>Programming</i>	<i>Secretarial</i>
<i>Retailing</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some college to completion of graduate school.
- have had prior work experience.

Follow-up services are provided.

Maryhaven Vocational Rehabilitation Center

450 Myrtle Avenue
Port Jefferson, New York 11777

Denise Chenoweth
Placement Counselor

(516) 473-8300, ext. 442

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>
<i>Food Service</i>	<i>Maintenance</i>
<i>Housekeeping</i>	<i>Porter</i>

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from some high school to high school graduation.
- have completed a job training program.

Follow-up services are provided.

Mercy College
Career Counseling and Placement Office

Dobbs Ferry, New York 10522

Denise Cancellare
Director

(914) 693-4500

Positions for which applicants are qualified:

Professional *Programming*

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from college graduation to completion of graduate school.

Molloy College

1000 Hempstead Avenue
Rockville Centre, New York 11570

Roger A. Baillargeon
Assistant Director, Counseling and Career Services

(516) 678-5000

Positions for which applicants are qualified:

Management *Retailing*

Professional *Supervision*

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from some college to college graduation.

Follow-up services are provided.

Montclair State College
Career Services

Upper Montclair, New Jersey 07473

Tricia Haney
Director

(201) 893-5194

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Professional</i>
<i>Food Service</i>	<i>Programming</i>
<i>Keypunch</i>	<i>Retailing</i>
<i>Management</i>	<i>Secretarial</i>
<i>Part Time and Summer Positions of Any Nature</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some college to completion of graduate school.

Mt. Carmel Guild
Boland Rehabilitation Training Center

450 Market Street
Newark, New Jersey 07105

Mona Stein
Rehabilitation Placement Counselor, CETA Clerical Program

Terry Royful
Rehabilitation Placement Counselor, Mt. Carmel Guild

(201) 624-2405

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Nursing Aides</i>
<i>Food Service</i>	<i>Secretarial</i>
<i>Light Manufacturing</i>	<i>Sewing</i>
<i>Maintenance</i>	<i>Welding</i>

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to some college.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Nassau Community College Placement Office

Garden City, New York 11530

Richard Ashker

Assistant Professor

(516) 222-7000

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Professional</i>
<i>Food Service</i>	<i>Programming</i>
<i>Keypunch</i>	<i>Retailing</i>
<i>Management</i>	<i>Secretarial</i>

Applicants:

- range in age from under 21 to 60 years.
- have some college education.
- have completed a job training program.

Follow-up services are provided.

**New England Association of Business
Industry, and Rehabilitation, Inc.**

20 Brookside Avenue
New Haven, Connecticut 06515

B.J. Miller
Program Manager

(203) 389-4561

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New Jersey Department of Labor and Industry
Division of Employment Services
Englewood Job Service**

32-40 North Van Brunt Street
Englewood, New Jersey 07631

Betty Schuman
Counselor

(201) 568-9840

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school to completion of graduate school.
- have had prior work experience.

Follow-up services are provided.

New Jersey Department of Labor and Industry
Division of Employment Services
Hackensack Job Service

50 Passaic Street
Hackensack, New Jersey 07601

Leonard P. Cummings
Manager

(201) 487-6800

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Retailing</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to 60 years.

- have educational backgrounds ranging from some high school to college graduation.
- have had prior work experience.

Follow-up services are provided for those applicants who have received employment counseling.

**New Jersey Department of Labor and Industry
Division of Vocational Rehabilitation Services**

30 Evergreen Place
East Orange, New Jersey 07018

Phyllis Lehr
Supervising Counselor

(201) 648-2882

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

New Jersey Department of Labor and Industry
Division of Vocational Rehabilitation Services

1173 East Grand Street
Elizabeth, New Jersey 07201

Hamilton Schragen
Placement Counselor

(201) 648-4893

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

New Jersey Department of Labor and Industry
Division of Vocational Rehabilitation Services

10 Banta Place
Hackensack, New Jersey 07601

Ron Follette
Supervising Counselor

(201) 487-7890

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Food Service</i>	<i>Heavy Manufacturing</i>
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<i>Keypunch</i>	<i>Management</i>	<i>Retailing</i>
<i>Light Manufacturing</i>	<i>Professional</i>	<i>Secretarial</i>
<i>Maintenance</i>	<i>Programming</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

New Jersey Department of Labor and Industry
Division of Vocational Rehabilitation Services

2853 Kennedy Boulevard
Jersey City, New Jersey 07306

Barry Hertz
Supervisor

(201) 653-2929

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New Jersey Department of Labor and Industry
Division of Vocational Rehabilitation Services**

29 Livingston Avenue, Box 1168
New Brunswick, New Jersey 08903

George Evancho
Rehabilitation Counselor

(201) 545-8120

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Key punch</i>	<i>Professional</i>	

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New Jersey Department of Labor and Industry
Division of Vocational Rehabilitation Services**

370 Broadway
Paterson, New Jersey 07501

Susan Bauernfeind
Manager I

(201) 271-3050

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New Jersey Department of Labor and Industry
Division of Vocational Rehabilitation Services**

John Fitch Plaza, Room 1005
Trenton, New Jersey 08611

Sharon H. Kaplan
Coordinator/Job Placement Services

(609) 292-5987

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school to completion of graduate school.

Follow-up services are provided.

New York Association for the Blind

111 East 59 Street
New York, New York 10022

Dr. Lola Sprinzeles

Supervisor of Client Planning, Counseling and Placement

(212) 355-2200

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Professional</i>
<i>Light Manufacturing</i>	<i>Secretarial</i>
<i>Maintenance</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New York City Community College
VEA Program for Deaf Adults
Division of Continuing Education**

300 Jay Street
Brooklyn, New York 11201

Jeanne Dworkin
Project Director

(212) 643-5576

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Keypunch</i>
<i>Electronic Assembly</i>	<i>Light Manufacturing</i>
<i>Food Service</i>	<i>Mechanical Drafting</i>

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school to high school graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New York City Youth Employment Project
Department of Personnel Youth Employment
Program for Mentally Handicapped Young Adults**

220 Church Street
New York, New York 10013

Carol Wachter
Coordinator

(212) 566-8734

Positions for which applicants are qualified:

Clerical *Messenger*

Food Service *Porter*

Applicants:

- range in age from under 21 to 30 years.
- have completed some high school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

New York Infirmary/Center for Independent Living

318 East 15 Street
New York, New York 10003

Jane Thomas

Vocational Services Administrator

(212) 674-7580

Positions for which applicants are qualified:

Clerical *Professional*

Light Manufacturing *Retailing*

Maintenance *Sales*

Management *Supervision*

Applicants:

- are 55 years of age and older.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have had prior work experience.

Follow-up services are provided.

New York Institute for the Education of the Blind

999 Pelham Parkway
Bronx, New York 10469

Frank Simpson
Rehabilitation Counselor/Prevocational Coordinator

(212) 547-1234, ext. 200

Positions for which applicants are qualified:

<i>Child Care Assistance</i>	<i>Light Manufacturing</i>
<i>Clerical</i>	<i>Maintenance</i>
<i>Food Service</i>	

- Applicants:
- are under 21 years of age.
 - have educational backgrounds ranging from some high school to high school graduation.
 - have completed a job training program.
 - have had prior work experience.

Follow-up services are provided.

New York League for the Hard of Hearing

71 West 23 Street
New York, New York 10010

Joan Sheppard
Rehabilitation Counselor

(212) 741-7650

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Heavy Manufacturing</i>	<i>Light Manufacturing</i>
<i>Food Service</i>	<i>Keypunch</i>	<i>Maintenance</i>

Management

Programming

Skilled Trades

Professional

Retailing

Applicants:

- range in age from 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

New York Society for the Deaf

344 East 14 Street

New York, New York 10003

Barbara Bloom

Vocational Rehabilitation Counselor

(212) 673-6500

Positions for which applicants are qualified:

Clerical

Light Manufacturing

Food Service

Maintenance

Heavy Manufacturing

Professional

Keypunch

Programming

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have completed a job training program.

Follow-up services are provided.

New York State Department of Labor
Job Service Division, Special Employment Services
Brooklyn Industrial Office

250 Schermerhorn Street
Brooklyn, New York 11201

Selma Kelter
Selective Placement Rehabilitation Counselor

(212) 855-7500

Positions for which applicants are qualified:

<i>Automotive</i>	<i>Food Service</i>	<i>Management</i>
<i>Bookkeeping</i>	<i>Keypunch</i>	<i>Professional</i>
<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Sewing</i>
<i>Collating</i>	<i>Maintenance</i>	

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some elementary school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

New York State Department of Labor
Job Service Division, Special Employment Services

303 West Old Country Road
Hicksville, New York 11801

Sydney Schwartz
Selective Placement Rehabilitation Counselor

(516) 938-9100

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Electronics Assembly</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Food Service</i>	<i>Management</i>	<i>Secretarial</i>
<i>Heavy Manufacturing</i>	<i>Packing</i>	<i>Supervision</i>
<i>Keypunch</i>	<i>Professional</i>	

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from completion of special training programs to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided as needed.

New York State Department of Labor
Job Service Division, Special Employment Services
Manhattan Industrial Office

255 West 54 Street
New York, New York 10019

Irwin Horowitz
Selective Placement Rehabilitation Counselor

(212) 265-2700

Positions for which applicants are qualified:

<i>Automotive</i>	<i>Light Manufacturing</i>	<i>Heavy Manufacturing</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Jewelry Manufacturing</i>

Supervision

Messenger

Transportation

Printing

- Applicants:
- range in age from 21 to 60 years.
 - have educational backgrounds ranging from some high school/technical school to some college.
 - have completed a job training program.
 - have had prior work experience.

Follow-up services are provided.

New York State Department of Labor
Job Service Division, Special Employment Services

145 N. Fifth Avenue
Mt. Vernon, New York 10550

Marie McCarthy
Selective Placement Rehabilitation Counselor

(914) 699-0200

Positions for which applicants are qualified:

Bookkeeping

Light Manufacturing

Programming

Clerical

Maintenance

Supervision

Food Service

Management

Heavy Manufacturing

Professional

- Applicants:
- range in age from under 21 to over 60 years.
 - have educational backgrounds ranging from some elementary school to completion of graduate school.
 - have had prior work experience.

Follow-up services are provided.

**New York State Department of Labor
Job Service Division, Special Employment Services
Office Personnel Placement Center**

1515 Broadway, 7th Floor
New York, New York 10036

Arlene Bouquillion
Selective Placement Rehabilitation Counselor

(212) 869-8000

Positions for which applicants are qualified:

<i>Accounting</i>	<i>Keypunch</i>	<i>Retailing</i>
<i>Banking</i>	<i>Management</i>	<i>Secretarial</i>
<i>Bookkeeping</i>	<i>Professional</i>	<i>Supervision</i>
<i>Clerical</i>	<i>Programming</i>	<i>Word Processing</i>

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New York State Department of Labor
Job Service Division, Special Employment Services
Queens State Employment Office**

97-45 Queens Boulevard
Rego Park, New York 11374

Mildred Kaminsky
Selective Placement Rehabilitation Counselor

(212) 830-3500

Positions for which applicants are qualified:

<i>Automotive</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Clerical</i>	<i>Management</i>	<i>Shipping and Receiving</i>
<i>Light Manufacturing</i>	<i>Professional</i>	<i>Truck Loading</i>
<i>Machinist</i>	<i>Programming</i>	

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from completion of elementary school to completion of graduate school.
- have completed a job training program.

Follow-up services are provided on request.

**New York State Department of Social Services
Commission for the Blind and Visually Handicapped**

270 Broadway
New York, New York 10007

Gerald Miller
Senior Supervisor, Field Services

(212) 488-5855

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Food Service</i>	<i>Management</i>	<i>Secretarial</i>
<i>Heavy Manufacturing</i>	<i>Professional</i>	<i>Supervision</i>
<i>Light Manufacturing</i>	<i>Programming</i>	

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New York State Education Department
Office of Vocational Rehabilitation**

New York State Office Building
Veterans Highway
Hauppauge, New York 11787

Lois Benjamin

Vocational Rehabilitation Counselor

(516) 979-5242

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New York State Education Department
Office of Vocational Rehabilitation**

50 Clinton Street, Room 708
Hempstead, New York 11550

Benjamin Berkowitz

Vocational Rehabilitation Counselor

(516) 483-6510

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Food Service</i>	<i>Heavy Manufacturing</i>
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<i>Keypunch</i>	<i>Management</i>	<i>Retailing</i>
<i>Light Manufacturing</i>	<i>Professional</i>	<i>Secretarial</i>
<i>Maintenance</i>	<i>Programming</i>	<i>Supervision</i>

Applicants:

- are 17 years of age and older.
- have educational backgrounds ranging from some high school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New York State Education Department
Office of Vocational Rehabilitation**

165 West 125 Street
New York, New York 10027

Alice H. Brody
Senior Rehabilitation Counselor

(212) 678-2300

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>
<i>Food Service</i>	<i>Professional</i>
<i>Keypunch</i>	<i>Retailing</i>
<i>Light Manufacturing</i>	<i>Secretarial</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New York State Education Department
Office of Vocational Rehabilitation**

225 Park Avenue South
New York, New York 10003

Leonore Lipka
Director of Counseling Services

(212) 777-7010

Positions for which applicants are qualified:

<i>Automotive</i>	<i>Maintenance</i>	<i>Refrigeration</i>
<i>Clerical</i>	<i>Management</i>	<i>Retailing</i>
<i>Food Service</i>	<i>Professional</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Programming</i>	<i>Supervision</i>
<i>Light Manufacturing</i>		

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**New York State Education Department
Office of Vocational Rehabilitation**

202 Mamaroneck Avenue
White Plains, New York 10601

William A. Moskos
Rehabilitation Counselor, Placement Specialist

(914) 946-1313

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Food Service</i>	<i>Heavy Manufacturing</i>
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<i>Keypunch</i>	<i>Management</i>	<i>Retailing</i>
<i>Light Manufacturing</i>	<i>Professional</i>	<i>Secretarial</i>
<i>Maintenance</i>	<i>Programming</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

New York University Deafness Research and Training Center
80 Washington Square East
New York, New York 10003

Dr. Jerome Schein
Director

(212) 598-2305

Positions for which applicants are qualified:

<i>Education for Deaf</i>	<i>Rehabilitation for Deaf</i>
<i>Management</i>	<i>Supervision</i>
<i>Professional</i>	

Applicants:

- range in age from under 21 to 30 years.
- are enrolled in or have completed graduate education.
- have completed a job training program.
- have had prior work experience.

New York University Educational Placement

80 Washington Square East, Room 47
New York, New York 10003

Thomas Tyson
Placement Counselor

(212) 598-1212

Positions for which applicants are qualified:

<i>Administration</i>	<i>Management</i>	<i>Social Services</i>
<i>Counseling</i>	<i>Professional</i>	<i>Supervision</i>
<i>Education</i>	<i>Programming</i>	<i>Teaching</i>
<i>Food Service</i>		

Applicants:

- range in age from under 21 to over 60 years.
- have completed college or graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

North Shore University Hospital Vocational Rehabilitation Center

400 Community Drive
Manhasset, New York 11030

Zelda Schumer
Job Placement Counselor

(516) 562-3040

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Laundry</i>	<i>Professional</i>
<i>Food Service</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Health Related Services</i>	<i>Maintenance</i>	<i>Secretarial</i>
<i>Heavy Manufacturing</i>		

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Post Graduate Center for Mental Health

344 West 36 Street
New York, New York 10018

Charles Downs
Placement Counselor

(212) 971-3200

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Retailing</i>
<i>Maintenance</i>	<i>Secretarial</i>

Applicants:

- range in age from 18 to 60 years.
- have educational backgrounds ranging from some high school to completion of graduate school.
- have had prior work experience.

Follow-up services are provided.

Queensborough Community College

56 Avenue and Springfield Boulevard
Bayside, New York 11360

Elliot Rosman
Coordinator, Disabled Student Services

(212) 631-6262

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Programming</i>
<i>Keypunch</i>	<i>Retailing</i>
<i>Management</i>	<i>Secretarial</i>
<i>Professional</i>	

Applicants:

- range in age from 21 to 30 years.
- have completed some college.

Ramapo College of New Jersey

505 Ramapo Valley Road
Mahwah, New Jersey 07430

Grace Gartner
Career Counselor

(201) 825-2800

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have had prior work experience.

The Rehabilitation Institute

223 Jericho Turnpike
Mineola, New York 11501

William Sims
Placement Director

(516) 741-2010

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>
<i>Food Service</i>	<i>Offset Printing</i>
<i>Keypunch</i>	<i>Retailing</i>
<i>Light Manufacturing</i>	<i>Secretarial</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

The Rehabilitation Institute of Suffolk

Flowerfield Building #7
St. James, New York 11780

Howard M. Berger
Director

(516) 862-8383

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Food Service</i>
<i>Electronic Assembly</i>	<i>Light Manufacturing</i>

Maintenance

Secretarial

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school to some college.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Rockland County Center for the Physically Handicapped

260 Little Tor Road North
New City, New York 10956

Sandra Burns

Placement Specialist

(914) 634-7917

Positions for which applicants are qualified:

Clerical

Light Manufacturing

Food Service

Maintenance

Applicants:

- range in age from 21 to over 60 years.
- have educational backgrounds ranging from some high school to high school graduation.
- have completed a job training program.

Follow-up services are provided.

Rutgers University—Career Development and Placement

3538 Titsworth Place, Busch/Livingston
Piscataway, New Jersey 08854

Gale Varma

Director

(201) 932-1766

Positions for which applicants are qualified:

Management

Retailing

Professional

Supervision

Programming

Other Employment

Suitable for College Graduates

Applicants:

- are 16 years of age and older.
- have educational backgrounds ranging from some college to completion of graduate school.
- may have been through a job training program depending on major.
- may have prior work experience.

Seton Hall University

South Orange Avenue
South Orange, New Jersey 07079

Dr. Vincent J. Murray

Counseling Psychologist

(201) 762-9000

Positions for which applicants are qualified:

Management

Professional

Retailing

Applicants:

- range in age from under 21 to 30 years.
- have educational backgrounds ranging from some college to completion of graduate school.

Follow-up services are provided.

Skills Unlimited, Inc.

405 Locust Avenue
Oakdale, New York 11769

Muriel Kravetz

Placement Specialist

(516) 567-3320

Positions for which applicants are qualified:

Automotive

Light Manufacturing

Clerical

Maintenance

Electronic Assembly

Retailing

Food Service

Secretarial

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

**State of Connecticut Labor Department
Danbury Job Service**

64 West Street
Danbury, Connecticut 06810

(203) 797-4140

Positions for which applicants are qualified:

Management *Professional* *Supervision*

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school to completion of graduate school.
- have had prior work experience.

Follow-up services are provided on request.

**State of Connecticut Labor Department
Stamford Job Service**

20 Summer Street
Stamford, Connecticut 06901

Charliene Bynum
Counselor

(203) 348-7505

Positions for which applicants are qualified:

Accounting *Light Manufacturing* *Packing*
Clerical *Maintenance*
Food Service *Marketing*

Applicants:

- range in age from 21 to over 60 years.

- have educational backgrounds ranging from some high school to college graduation.
- have had prior work experience.

Follow-up services are provided on request.

State of New Jersey Commission for the Blind and Visually Impaired

1100 Raymond Boulevard
Newark, New Jersey 07102

Louise F. Rosin
Senior Career Development Specialist

(201) 648-3476

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Light Manufacturing</i>	<i>Programming</i>
<i>Food Service</i>	<i>Maintenance</i>	<i>Retailing</i>
<i>Heavy Manufacturing</i>	<i>Management</i>	<i>Secretarial</i>
<i>Keypunch</i>	<i>Professional</i>	<i>Supervision</i>

Applicants:

- range in age from under 21 to over 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Suffolk County Community College

533 College Road
Selden, New York 11784

Grace Z. McGorry
Coordinator, Career Guidance and Placement

(516) 732-1617

Positions for which applicants are qualified:

- | | |
|---------------------|--------------------|
| <i>Clerical</i> | <i>Retailing</i> |
| <i>Professional</i> | <i>Secretarial</i> |
| <i>Programming</i> | |

Applicants:

- range in age from under 21 to over 60 years.
- have completed some college education.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Suffolk County Department of Labor

Veterans Memorial Highway
Hauppauge, New York 11787

Roy Chinman
Director

(516) 979-2822

Positions for which applicants are qualified:

- | | | |
|----------------------------|---------------------|--------------------|
| <i>Clerical</i> | <i>Maintenance</i> | <i>Retailing</i> |
| <i>Food Service</i> | <i>Management</i> | <i>Secretarial</i> |
| <i>Keypunch</i> | <i>Professional</i> | <i>Supervision</i> |
| <i>Light Manufacturing</i> | <i>Programming</i> | |

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to some college.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

SUNY at Farmingdale

Farmingdale, New York 11735

Anita Tritell

Placement Coordinator, Special Services

(516) 420-2000

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Programming</i>
<i>Engineering—Technical</i>	<i>Recreation</i>
<i>Food Service</i>	<i>Retailing</i>
<i>Health Related Services</i>	<i>Secretarial</i>
<i>Management</i>	<i>Supervision</i>
<i>Professional</i>	

Applicants:

- range in age from under 21 to 60 years.
- have educational levels ranging from high school/technical school graduation to completion of a two-year college program.

Follow-up services are provided.

United Cerebral Palsy of New York City, Inc.

122 East 23 Street
New York, New York 10010

Douglas E. Green

Director, Training and Placement

(212) 677-7400

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Maintenance</i>
<i>Light Manufacturing</i>	<i>Secretarial</i>

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from some high school to some college.
- have completed a job training program.

Follow-up services are provided.

United Cerebral Palsy of Queens, Inc.

81-15 164th Street
Jamaica, New York 11432

Gounad Cox
Placement Specialist

(212) 380-3000

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Keypunch</i>	<i>Messenger Service</i>
<i>Food Service</i>	<i>Light Manufacturing</i>	<i>Printing</i>
<i>Heavy Manufacturing</i>	<i>Maintenance</i>	

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school/ technical school to some college.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Veterans Administration
Counseling and Rehabilitation Section

252 Seventh Avenue
New York, New York 10001

Jane Cadwallader
Vocational Rehabilitation Specialist

(212) 620-6582

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Management</i>
<i>Food Service</i>	<i>Professional</i>
<i>Heavy Manufacturing</i>	<i>Programming</i>
<i>Keypunch</i>	<i>Retailing</i>
<i>Light Manufacturing</i>	<i>Secretarial</i>
<i>Maintenance</i>	<i>Supervision</i>

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

Veterans Administration
Day Hospital Program

24 Street and First Avenue
New York, New York 10001

Marilyn Marks
Vocational Rehabilitation Specialist

(212) 686-7500

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Food Service</i>
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Heavy Manufacturing *Management*

Light Manufacturing *Professional*

Maintenance *Retailing*

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to college graduation.
- have had prior work experience.

Follow-up services are provided.

White Plains Hospital
Day Hospital Extension Program

29 Sterling Avenue
White Plains, New York 10606

Barbara Berg Sutherland
Vocational Rehabilitation Counselor

(914) 682-8453

Positions for which applicants are qualified:

Clerical *Maintenance*

Light Manufacturing *Retailing*

Mail Room *Secretarial*

Applicants:

- range in age from 21 to 60 years.
- have educational backgrounds ranging from some high school/technical school to completion of graduate school.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

William Paterson College
Career Counseling and Placement

Raubinger Hall
Wayne, New Jersey 07470

Kenneth Zurich
Assistant Director

(201) 595-2440

Positions for which applicants are qualified:

<i>Clerical</i>	<i>Programming</i>
<i>Keypunch</i>	<i>Retailing</i>
<i>Management</i>	<i>Secretarial</i>
<i>Part Time and Summer Positions of Any Nature</i>	<i>Supervision</i>
<i>Professional</i>	

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some college to completion of graduate school.

Woodward Mental Health Center

201 West Merrick Road
Freeport, New York 11520

Jayne A. Bartecki
Vocational Counselor, Placement

(516) FR 9-0900

Positions for which applicants are qualified:

<i>Automotive</i>	<i>Carpentry</i>
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Clerical

Graphic Arts

Food Service

Applicants:

- range in age from under 21 to 30 years.
- have completed some high school.
- have completed a job training program.

Follow-up services are provided.

Yonkers Rehabilitation Center, Inc.

265 Central Park Avenue
Yonkers, New York 10704

Gigi Shanes-Hernandez

Rehabilitation and Placement Counselor

Mary Jude Donahue

Rehabilitation and Placement Counselor

(914) 963-8821

Positions for which applicants are qualified:

Bench Assembly

Light Manufacturing

Clerical

Maintenance

Electrician's Assistant

Sanitation

Food Service

Applicants:

- range in age from under 21 to 60 years.
- have educational backgrounds ranging from some high school to high school graduation.
- have completed a job training program.
- have had prior work experience.

Follow-up services are provided.

HUMAN RESOURCES CENTER

AN OVERVIEW

Human Resources Center is a private nonprofit organization dedicated to providing educational, vocational, social, and recreational opportunities for the severely disabled. The Center's broad spectrum of programs encompasses job training and placement, academic and vocational education, independent living, research, and information dissemination. Founded in 1952 by Dr. Henry Viscardi, Jr., Human Resources Center is composed of three coordinated units: Abilities Inc., Human Resources School, and the Research and Training Institute.

Abilities Inc. conducts programs of work evaluation, training, job development, and career placement for the disabled. Its demonstration work center employs disabled adults in fields that include electronics, telephony, banking, data processing, and other clerical and industrial operations.

Human Resources School offers tuition-free education to over 230 severely disabled children. Chartered by the Board of Regents of the State of New York, it provides a full academic curriculum and extracurricular program to previously homebound children from prekindergarten through high school level, as well as summer camp.

The Research and Training Institute conducts research relating to the severely disabled, initiates and develops demonstration projects in rehabilitation and professional training, and disseminates information and program models nationally.

In August of 1977, Human Resources Center announced the establishment of a national Center on Employment of the Handicapped on its Albertson, Long Island, campus. The national Center will help communities across the nation increase and enhance employment opportunities for millions of disabled Americans.

The nucleus of this national Center is the *Industry-Labor Council*, an outgrowth of the White House Conference on Handicapped Individuals. The Industry-Labor Council unites labor, industry and rehabilitation, directing its efforts toward developing employment opportunities for our handicapped population through serving the needs of the employer community.

HUMAN RESOURCES CENTER EXECUTIVE STAFF

Edwin W. Martin, Jr., Ph.D.
President and Chief Executive Officer
Human Resources Center

Henry Viscardi, Jr., LL.D., L.H.D., Litt.D., Sc.D., F.R.S.A.
President Emeritus
Human Resources Center

Arthur Nierenberg
Executive Vice President
Human Resources Center
President of Abilities Inc.

Robert J. Seibold, M.Ed.
Superintendent
Human Resources School

Frank D. Gentile, L.H.D.
Vice President of Special Projects
Human Resources Center

Michael Jennings, J.D.
Vice President and Treasurer
Human Resources Center
Director of Administrative Services

Jack Victor, Ph.D.
Director of Research and
Research Utilization
Human Resources Center

Hans Kroboth
Vice President of Engineering
Human Resources Center

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Research Associate

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Research Associate

Harold E. Yucker, Ph.D.
Research Consultant

Regina Zedalis
Administrative Assistant

Human Resources Center Publications

PROJECT PREP PUBLICATIONS

<i>Affirmative Action in Action: Strategies for Enhancing Employment Prospects of Qualified Handicapped Individuals</i> by H. McCarthy and L. Smart.	\$2.60*
<i>Attitudes Toward Persons with Disabilities: A Compendium of Related Literature</i> by J. Schroedel.	\$8.25**
<i>Career Education for Physically Disabled Students: A Bibliography</i> by M. Stieglitz and J. Cohen.	\$11.25
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<i>A Compendium of Placement-Related Literature</i> by D. Vandergoot, P.B. Avelani, and R.J. Jacobsen.	\$9.25**
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<i>New Directions for Placement-Related Research and Practice in the Rehabilitation Process by D. Vandergoot, R.J. Jacobsen, and J.D. Worrall.</i>	\$2.75*
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RECREATIONAL PUBLICATIONS

<i>Boating for the Handicapped: Guidelines for the Physically Disabled</i> by E. Hedley.	\$5.65*
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BOOKS BY DR. HENRY VISCARDI, JR.

President and Founder of Human Resources Center

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FILMS

Therapy Through Play (16mm, sound, color, 27 minutes)

Physically handicapped children, many of whom were not accepted by New York Public Schools, are shown participating in a variety of physical activities.

Children in wheelchairs are seen taking part in touch football, soccer, swimming, cage ball, and miniature golf — activities which integrate occupational and physical therapy through physical education and recreation. Activities for each participant are selected on the basis of their contribution to the individual's growth and development, not on the basis of whether they are specifically for physically handicapped or mentally retarded persons.

A variety of adaptations and modifications are shown as they are used in physical education, driver education, science, and home economics.

The School That Love Built (16mm, sound, color, 27 minutes)

An interesting, well-narrated film, *The School That Love Built* explores the diverse activities that take place at Human Resources School, a fully accredited, tuition free school for severely physically handicapped students from kindergarten through twelfth grade.

The film opens with the child at home, eagerly preparing to go to school, and ends with the return home after a stimulating, joyful day. During the school day, the viewer is taken on the grand tour of this educational facility filled with love and understanding.

The students enter the building through adapted doors that automatically swing wide to welcome them. We are permitted to see them at work in creative arts and math classrooms, and in science and home economics classrooms with specially adapted equipment. Then, we are taken to see them outdoors at play and indoors in the fully adapted swimming pool. Every step of the way, the students are carefully guided toward the productivity and independence they all desire.

Rental fee for each of the above films: Nonprofit Organizations \$15.00
Profit Organizations \$25.00

Rental period: 5 days

Purchase price for each of the above films: \$243.95 (Postage and handling is included in price.)

For Film Information, Contact: Lenore Greenberg, Information Services Center, Human Resources Center, I.U. Willets Road, Albertson, NY 11507, (516)747-5400.

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